



## Commonwealth of Kentucky SOLICITATION MODIFICATION

Addenda: Yes

Addenda #: 2

<b>TITLE:</b> Sponsorship - KyLEAD Conference		
<b>Date Issued:</b> 2/27/20 <b>Record Date:</b> 2020-02-26	<b>Solicitation Closes</b> <b>Date:</b> 4/9/20 <b>Time:</b> 13:30	<b>Solicitation No:</b> RFP 790 2000000311
<b>Online Bidding Prohibited:</b> Yes		
<b>For Information Call:</b> Tracy Gritton 502-564-6740		<b>Bid Receiving Location:</b> Personnel - Office of Administrative Services Admin Services 501 High Street, 3rd floor  <div style="display: flex; justify-content: space-between;"> <span>Frankfort</span> <span>KY</span> <span>40601</span> </div>
<b>Vendor Customer Number:</b>  <b>Vendor Name:</b>  <b>Phone Number:</b>  <b>Fax Number:</b>  <b>Email Address:</b>		
<b>Ordering</b>  <b>Address:</b>  <b>City, State, Zip:</b>  <b>Contact Name:</b>  <b>Contact Email:</b>  <b>Contact Phone Number:</b>	<b>Payment</b>  <b>Address:</b>  <b>City, State, Zip:</b>  <b>Contact Name:</b>  <b>Contact Email:</b>  <b>Contact Phone Number:</b>	
<b>Ownership Type</b> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <span><input type="checkbox"/> Sole Proprietorship</span> <span><input type="checkbox"/> Partnership</span> <span><input type="checkbox"/> Corporation</span> <span><input type="checkbox"/> Other</span> </div>		

**SIGNATURE OF AUTHORIZED AGENT IS REQUIRED UNLESS RESPONSE IS SUBMITTED ELECTRONICALLY. FAILURE TO SIGN SHALL RENDER THE BID INVALID.**

Signature X \_\_\_\_\_ FEIN# \_\_\_\_\_ Date \_\_\_\_\_

*All offers subject to all terms and conditions contained in this solicitation.*



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### Line Items

Commodity Group: Sponsorship Opportunity

Line	CL Description	Quantity	UOM	Unit Cost	Line Total or Contract Amnt
1	Sponsorship Opportunity - KyLEAD Conference				

Comm Code	Comm Description	Manufacturer	Model #	Manuf Part #
578	MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED)			

### Extended Description

The Personnel Cabinet, Office of Diversity, Equality & Training is issuing this request for proposal for the purpose of finding sponsors for the 2020 KyLEAD Conference to be held on November 18-19, 2020. See attachment for details.

Shipping Information			Billing Information		
Personnel - Office of Administrative Services			Personnel - Office of Administrative Services		
501 High Street, 3rd floor			501 High Street, 3rd floor		
Frankfort	KY	40601	Frankfort	KY	40601



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### Submission Checklist

*The following items will be required to be submitted with bid:*

#### Item

Responsiveness, Conciseness/Clarity, Sponsor Information  
Sponsor Background, Date Established, Brief History, Nature of Business  
Response-Desired Sponsorship Level, Interest in Leadership & Diversity

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**Sponsorship Opportunity  
2020 Governor's Kentucky LEAD Conference  
Kentucky Personnel Cabinet**

**Section I. General Information**

**A. Purpose of this Document**

This sponsorship opportunity is being issued by the Kentucky Personnel Cabinet, and is issued in accordance with KRS 45A.097. The purpose of this document is to solicit responses from one or more individuals or companies to assist in presenting the 2020 Governor's Kentucky LEAD Conference (Conference), formally the Equal Employment Opportunity Conference, to be held November 18-19, 2020 at the Kentucky International Convention Center in Louisville, Kentucky .

Each year, the Personnel Cabinet sponsors the Conference to provide professional development in the areas of equal employment opportunity, leadership, talent management, diversity and inclusion, and human resource administration. At the 2020 Conference, the Personnel Cabinet expects between 850 and 1,000 attendees who are local and state government employees, university and college professionals, representatives of private sector employers, human resource professionals, attorneys, students, and members of the public. The two-day Conference will include presenter-led workshop sessions, dynamic opening and keynote speaker addresses, and networking opportunities.

**B. Submission Dates**

Responses shall be delivered by 1:30 p.m. (EDT), Thursday, April 9, 2020, to:

Kentucky Personnel Cabinet  
Office of Administrative Services  
Attn: Tracy Gritton  
501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601

All prospective Sponsors are cautioned to be aware of security at the delivery location in Frankfort. In-person or courier delivered bids/proposals in response to this solicitation should be delivered a minimum of thirty (30) minutes to one (1) hour earlier than the published closing date and time to allow for a security check-in. Delays due to building security checks shall not

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be justification for acceptance of a late bid or proposal. Sponsor attention to this advisory is encouraged.

### **C. Inquiries**

All inquiries regarding this solicitation for sponsorships shall be submitted, in writing, to the contact listed below who shall be the sole point of contact throughout the RFP process. Inquiries shall be submitted to the contact person on or before March 13, 2020. The Personnel Cabinet will respond to all inquiries by issuance of a modification to the RFP no later than March 20, 2020.

#### **Inquiry Contact:**

Kentucky Personnel Cabinet  
Office of Administrative Services  
Attn: Tracy Gritton  
501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
[Tracy.Gritton@ky.gov](mailto:Tracy.Gritton@ky.gov)

Any verbal representations made or assumed to be made during any oral discussions are not binding on the Personnel Cabinet or the Commonwealth of Kentucky.

### **D. Verification/Clarification of Information**

The Kentucky Personnel Cabinet may request verification/clarification documentation from the Sponsor of any information provided in its response.

### **E. Cost of Preparing Response**

Costs for developing the response are solely the responsibility of the Sponsor. The Personnel Cabinet shall provide no reimbursements for such costs.

### **F. Cancellation**

The Kentucky Personnel Cabinet may, upon a thirty-day (30) written notice to the Sponsor, terminate the agreement resulting from this sponsorship solicitation completely or in part, for convenience or for default in accordance with 200 KAR 5:312. Any damages resulting from the termination of the contract shall be determined and calculated in accordance with the provisions of 200 KAR 5:312.

Pursuant to KRS 45A.105 the Personnel Cabinet reserves the right to cancel or reject responses that are deemed not to be in the best interest of the Commonwealth of Kentucky.

## **Section II. Scope and Evaluation Criteria**

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2020 Governor's Kentucky LEAD Conference  
November 18 – 19, 2020  
Kentucky International Convention Center  
Louisville, Kentucky

A prospective Sponsor may respond with an offer to supply one of the following sponsorship levels:

**Presenting Sponsor - \$15,000 [limited to one (1) Sponsor]**

- Sponsor keynote speaker
  - Company branding in common areas (Sponsor supplies)
  - Company branding at lunch
  - Opportunity to exhibit company in gathering area
- Logo on program, signage, and conference website
- (2) Tickets to conference

**Platinum Sponsor - \$5,000**

- Co-sponsor breakfast
  - Company branding in common areas (Sponsor supplies)
  - Company branding at lunch
  - Opportunity to exhibit company in gathering area
- Logo on program, signage, and conference website
- (2) Tickets to conference

**Gold Sponsor - \$3,000**

- Sponsor workshop (signage/logo on room screen)
- Opportunity to exhibit company in gathering area
- Logo on program, signage, and conference website
- (2) Tickets to conference

**Silver Sponsor - \$1,500**

- Logo on program and limited signage

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(1) Ticket to conference

A sponsorship shall be awarded to responsible bidders determined in writing to be most advantageous to the Commonwealth, taking into consideration the evaluation factors set forth in the sponsorship opportunity.

**Section III. Statement of Sponsorship**

The Personnel Cabinet is an agency of the Commonwealth of Kentucky. As such, the Cabinet must comply with applicable state laws, regulations and procedures as they relate to donations, sponsorships, procurement, and other acquisitions. To that end, the Cabinet is soliciting sponsorships in accordance with the provisions of KRS 45A.097 and provides the following general information regarding the sponsorship solicitation:

The solicitation is for a specific event: the 2020 Governor's Kentucky LEAD Conference.

The Personnel Cabinet shall advertise the sponsorship opportunity on its web site and other written media for a minimum of seven (7) calendar days.

This sponsorship opportunity is limited to a maximum of fifty (50) Sponsors. The Presenting Sponsor is limited to a maximum of one (1) Sponsor.

**Section IV. General Conditions**

**A. Sponsor's Responsibilities during the Award Term**

The selected Sponsors shall provide payment within thirty (30) days of notification to the Sponsor of the sponsorship award. The 30-day timeframe shall begin on the date indicated on the Personnel Cabinet's notification of award letter. If the Personnel Cabinet does not receive the sponsorship funds within the 30-day timeframe, the Personnel Cabinet does not guarantee any signage or advertisements associated with the Sponsor's chosen sponsorship package. All funds will be used for presenting the 2020 Governor's Kentucky LEAD Conference.

KRS 45A.485 requires that contractors, including sponsorship contractors reveal to the Commonwealth, prior to the award of a contract, any final determination of a violation by the contractor within the previous five (5) year period of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to state sales and use tax, corporate and utility tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers compensation laws, respectively.

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To comply with the provisions of KRS 45A.485, the chosen Sponsors will be required to report any such final determination(s) of violation(s) to the Commonwealth by providing the following information regarding the final determination(s): the KRS violated, the date of the final determination, and the state agency that issued the final determination.

KRS 45A.485 also provides that, for the duration of any contract, the chosen Sponsors shall be in continuous compliance with the provisions of those statutes which apply to the contractor's operations, and that the contractor's failure to reveal a final determination as described above or failure to comply with the above statutes for the duration of the contract, shall be grounds for the Commonwealth's cancellation of the contract and the contractor's disqualification from eligibility for future state contracts for a period of two (2) years.

The chosen Sponsors will be required to disclose whether they have a current contract with the Commonwealth or any agency of Commonwealth government.

No chosen Sponsor may claim to be an "official sponsor" due to governmental regulations prohibiting such verbiage or an endorsement by the Commonwealth of Kentucky.

#### **B. The Personnel Cabinet's Responsibilities during the Award Term**

For all bidders chosen pursuant to this solicitation to be a Sponsor, the Personnel Cabinet shall provide advertisement, conference tickets, exhibition opportunities, and sponsorship recognition as stated in Section II of this solicitation.

#### **C. Modifications to Award**

Any modifications to the Award shall be in writing and processed through the Personnel Cabinet contact identified in Section I(C) of this solicitation.

#### **D. Disputes**

Except as otherwise provided in this document, a question or act arising under the Award, which is not disposed of by mutual agreement, shall be decided by the Finance and Administration Cabinet of the Commonwealth of Kentucky.

Pending final determination of any dispute hereunder, the chosen Sponsor(s) shall proceed diligently with the performance of the sponsorship Award and in accordance with the Finance and Administration Cabinet.

This section does not preclude consideration of legal questions in connection with the decision provided for above, provided that nothing in the Award shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

#### **E. Forums and Venue**



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This Award shall be construed according to the laws of the Commonwealth of Kentucky. Any legal proceedings against the Commonwealth regarding any sponsorship awarded pursuant to this solicitation shall be brought in the Franklin Circuit Court, Franklin County, Kentucky pursuant to KRS 45A.245.

#### **F. Employment Practices**

The Sponsor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age (except as provided by law), marital status, political affiliations, or handicap. The Sponsor must take affirmative action to ensure that employees, as well as applicants for employment, are treated without discrimination because of their race, color, religion, sex, national origin, age, (except as provided by law), marital status, political affiliation, or handicap. Such action shall include, but is not limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Sponsor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this clause.

The Sponsor shall, in all solicitations or advertisements for employees placed by or on behalf of the Sponsor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, (except as provided by law), marital status, political affiliation, or handicap, except where it relates to a bona fide occupational qualification.

The Sponsor shall comply with the nondiscrimination clause contained in Federal Executive Order 11246, as amended by Federal Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementation rules and regulations prescribed by the Secretary of Labor and with Title 41, Code of Federal Regulations. The Sponsor shall comply with related Commonwealth laws and regulations.

The Sponsor shall comply with regulations issued by the Secretary of Labor of the United States in Title 20, Code of Federal Regulations, Part 741, pursuant to the provisions of Executive Order 11758 and the Federal Rehabilitation Act of 1973.

The Sponsor shall comply with the Civil Rights Act of 1964, and any amendments thereto, and the rules and regulations thereunder, and Section 504 of Title V of the Vocational Rehabilitation Act of 1973 as amended and the Kentucky Civil Rights Act.

#### **G. Certificate of Authority**

The bidder(s) chosen by the Personnel Cabinet to be Sponsors for the 2020 Governor's Kentucky

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LEAD Conference shall furnish a copy of the official documentation, such as a certificate of authority and/or appropriate filing of certificate of assumed name, which authorizes the Sponsor(s) to conduct business in the Commonwealth of Kentucky as a domestic or foreign corporation or other recognized business entity, prior to contract award. The Commonwealth reserves the right to verify any information provided prior to contract award. Furthermore, a failure to maintain any and all required proper authorization to conduct operations in Kentucky under the specified business name of the Sponsor during the life of any contract awarded may be deemed a breach of contract by the Sponsor and treated accordingly by the Commonwealth.

#### **H. Access to Records**

The Sponsor agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided in KRS 61.878(1)(c). The Sponsor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884.

### **Section V. Technical Response Format**

#### **A. Responsiveness**

In order to be considered for selection, responses submitted by the bidders shall be completely responsive to this document. All conditions printed herein are hereby made a part of the conditions under which the response is submitted and shall be incorporated into any Award on this project. Further, the contents of a response shall become part of any Award resulting from that response.

#### **B. Technical Response**

The Technical Response is requested to be brief and concise and should include the following:

- ✂ Completed Technical Proposal Form
- ✂ Signed solicitation cover page
- ✂ Title Page with contact information
- ✂ Table of Contents (if applicable)
- ✂ Any deviations from stated requirements
- ✂ Bidder Background including date established, a brief history of the bidder, and a statement regarding the bidder's business type, if applicable
- ✂ Notarized Affidavit for Bidders, Offerors and Contractors (Attachment A)
- ✂ Sponsorship Response which shall include (1) the desired sponsorship level from

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Section II, (2) a statement regarding the reason the bidder has an interest in sponsoring the 2020 Governor's Kentucky LEAD Conference, and (3) a statement regarding the bidder's position on the importance of leadership and diversity in the workforce.

Five (5) copies of the Technical Response are requested to be delivered in a clearly marked, sealed envelope to:

Kentucky Personnel Cabinet  
Office of Administrative Services  
Attn: Tracy Gritton  
501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601

#### **Section VI. Technical Response Evaluation Criteria**

The Personnel Cabinet shall evaluate all Technical Responses in accordance with KRS 45A.695. Each response shall be evaluated as follows:

**Responsiveness to Solicitation:** 20 points

Conciseness/clarity  
Title page/table of contents  
Transmittal letter  
Sponsor information

**Sponsor and Background:** 20 points

Date established  
Brief historical information  
Nature of business

**Sponsorship Response:** 60 points

Desired sponsorship level  
Interest in Leadership and Diversity  
Importance of Leadership and Diversity

Total Points 100 points

The selected sponsors shall provide payment within thirty (30) days of notification to the sponsor of the sponsorship award. The 30-day timeframe shall begin on the date indicated on the

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Personnel Cabinet's notification of award letter. If the Personnel Cabinet does not receive the sponsorship funds within the 30-day timeframe, the Personnel Cabinet does not guarantee any signage or advertisements associated with the sponsor's chosen sponsorship package.

The Technical Response shall be evaluated and scored by a Personnel Cabinet evaluation committee. The total maximum score on the Technical Response is 100 points.

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**Sponsorship RFP**  
**2020 Governor's Kentucky LEAD Conference**  
**Technical Proposal Form**

Please complete this Technical Proposal Form and submit it, together with the transmittal letter, a title page, table of contents (if applicable), and the mandatory items listed below, as your response to the Sponsorship RFP for the 2020 Governor's Kentucky LEAD (KyLEAD) Conference. Be sure to check off the mandatory items as you complete them.

**Vendor Information: Company Name, Contact Name, Address, Phone, and Email.**

**Mandatory Items to include with technical proposal:**

**#- Signed Solicitation Page**

**#- Notarized Affidavit for Bidders, Offerors and Contractors (Attachment A)**

**1. State any deviations from the stated RFP requirements.**

**2. Bidder background including date established, a brief history of the bidder, and a statement regarding the nature of the bidder's business.**

**3. Please state the desired sponsorship level from Section II.**

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**4. Please provide a statement regarding the reason the bidder has an interest in sponsoring the 2020 KyLEAD Conference.**

**5. Please provide a statement regarding the bidder's position on the importance of leadership and diversity in the workforce.**